

TITLE: CIB 94-21 New AIDAR Reports Clause

Nov 8 1994

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/M, Mr. Michael D. Sherwin, Procurement Executive
/signed/

SUBJECT: New AIDAR Reports Clause

CONTRACT INFORMATION BULLETIN 94-21

The following Reports clause should be included in all new contracts for technical or professional services. This clause implements the revised performance reporting requirements that were included in the recent universal contract modification issued by the Director, M/OP. It also revises the distribution procedures for reports and other intellectual products to meet CDIE's requirements.

752.7026 Reports.

For use in all USAID contracts for technical or professional services.

REPORTS (OCT. 1994)

(a) Performance reports: The Contractor shall submit, within 10 days of the end of the period being covered, performance reports summarizing progress of the major activities in process during the period in relation to established objectives under the terms of the contract and/or in work-plans, indicating any problems encountered, and proposing remedial actions as appropriate.

(1) For contracts with annual expenditures in excess of \$200,000, the performance reports shall be submitted quarterly. For contracts with annual expenditures of lesser value, reports may be submitted as specified in the Contract Schedule, but not less frequently than semi-annually.

(2) For cost-reimbursement and requirements contracts, the report shall provide the dollar amount of total estimated costs, expenditures for the reporting period and cumulative expenditures to date. When these contracts are also level of effort term contracts, the report shall also provide the total estimated level of effort, the level of effort utilized during the reporting period and the cumulative total level of effort utilized to date in person-months.

(b) Completion reports: The Contractor shall prepare a completion report which summarizes the accomplishments of the assignment, methods of work used, and recommendations regarding unfinished work and/or program continuation. The completion report shall also contain an index of all reports and information products produced by the contract. Each report and information product will be described in the index using the specifications in paragraph (e) below. The report shall be submitted within 30 days after completion of the work hereunder unless the required date of submission is extended by the Contracting Officer.

(c) Other reports and information products specified in the Contract Schedule: In addition to the requirements for submission in the Contract Schedule, the Contractor shall submit copies of other reports and information products which document development program activities and experience, performed under this contract to PPC/CDIE/DI. These reports and information products include documents, studies, publications, newsletters, bulletins and other intellectual material prepared by the contractor which describe, communicate or organize development program activities and experience.

(d) Distribution of reports:

(1) Reports required under paragraphs (a) and (b) above shall be sent to the contracting officer's technical representative (COTR).

(2) Reports and intellectual products required under paragraphs (b) and (c) above shall be submitted in electronic format and hard copy to PPC/CDIE/DI, Attn. ACQUISITIONS at the address indicated in Section F of the contract.

(e) General:

(1) The title page of all reports and informational products should include the contract number(s), contractor name(s), name of the USAID project office, and the publication or issuance date of the document, document title, author name(s), project number(s) and project title. Descriptive information is required whether contractor products are submitted in paper or electronic form.

(2) All materials should include the name, organization, address, and telephone/fax/internet number of the person submitting materials.

(3) The hard copy report should be prepared on non-glossy paper (preferably recycled and white or off-white) using black print. Elaborate art work, multicolor printing and expensive bindings are not to be used. Whenever possible, pages should be printed on both sides.

(4) The electronic format should be submitted with the following descriptive information:

(i) Operating system format, e.g., DOS or MacIntosh compatible.

(ii) Name of application software used to create the files on the diskette, e.g., Wordperfect Ver. 5.0, Microsoft Word ver. 2.1.

(iii) The format for any graphic and/or image files included, e.g. TIFF-compatible.

(iv) Any other necessary information, e.g., special backup or data compression routines/software used for storing/retrieving submitted data.